

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	FEC-PW52-001-05
		募集締切日： Closing Date	5 Oct 05
		発行日： Date of Issue	22 Sep 05
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>2</u>) Office Automation Clerk, #605 (オフィスオートメーションクラーク) <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment <div style="font-size: 2em; text-align: center;">1</div> <div style="text-align: right;">名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity NAVFAC FE, Facilities Sustainment & Services PSL, Facilities Condition ASMT Division 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 常用 Permanent <input checked="" type="checkbox"/> 限定 Limited Term (<u>4</u> カ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday - Friday 勤務時間・休憩 Work Hours / Recess Period: 0800 – 1645 / 1200 - 1245 <input type="checkbox"/> 夜勤 Night Shift <input type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties 1. Collects labor hour data from supervisors and enters all the required data for PW50 employees into the Labor Distribution System (LDS) on the computerized network on a daily basis under the direct supervision of his/her supervisor. Prepares summary of the labor hour record by job order number and verifies the data for accuracy. Makes corrections on the data when required. 2. Reviews overtimes and leave requests and verifies the hour by employee. Prepares monthly overtime reports for managers and leave balance reports for employees. Takes corrective actions as appropriate. 3. Receives phone calls from outside customers and refers them to appropriate personnel in the department. Provides other administrative support as required including arrangement of trainings for the department, MRI request & purchase. Performs other related or incidental duties as assigned.			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of general work experience. If applicant does not have such work experience, completion of 2-years junior college/2-years of technical school or 4-year degree in any field. b. Skill in operating personal computer such as Adobe Acrobat, MS Word and Excel. c. Ability to perform general clerical work. d. Ability to speak, read and write English at average proficiency level (LAD-2). * A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional 学歴 Educational Background : N/A 免許証／修了証 License/Certificate Required : N/A			

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnj.navy.mil <div style="text-align: center;">*の記入は英語で Complete in English</div> <input checked="" type="checkbox"/> 英語能力の証明書の写し Copy of English Proficiency Certificate <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is unacceptable.)		
問い合わせ先 for Job Inquiries 担当部署／担当者名 Office NAVFAC FE, MS132 てがわ / たなか ☎046-816-7462 / 7275 (内線) 243-7462 / 7275	提出先 Office to Submit 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code N131D) ☎直通 046-843-8153 (内線/Extension) 243-8153	事務処理欄 For Official Use PD No.: FEC-PW52-004-LT PD is accurate and current. Certified by Activity: mt HRO: ah 9/20

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.